

# **EMS Application Assistant**

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## **Browser Settings of the Trauma Registry Application for Hospitals**

The Trauma Registry Application is coded based on Internet Explorer standards. There are significant JavaScript syntax differences between Internet Explorer and Netscape. Therefore, the application will not run in Netscape. Please run the Trauma Registry with Internet Explorer and follow the settings below.

- Acrobat Reader version must be 5.0 or later. You can check this by clicking **Start→Programs→Acrobat Reader**. The version will show up in the initial screen. The latest version of Acrobat Reader can be downloaded from:

<http://www.adobe.com/products/acrobat/readstep.html>

- Internet Browser must be IE 5.5 or greater. You can check the browser version by clicking **Help→About Internet Explorer** from the Internet Explorer main screen. IE 5.5 with Service Pack 2 (SP2) can be downloaded from

<http://www.microsoft.com/windows/ie/downloads/recommended/ie55sp2/default.asp>

- IE 6.0 SP1 can be downloaded from the link (IE 6.0 is not available on Windows95)

<http://www.microsoft.com/windows/ie/downloads/ie6/download.asp>

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## SETTINGS FOR BOTH IE 5.5 and 6.0

### 1. SETTINGS FOR IE 5.5

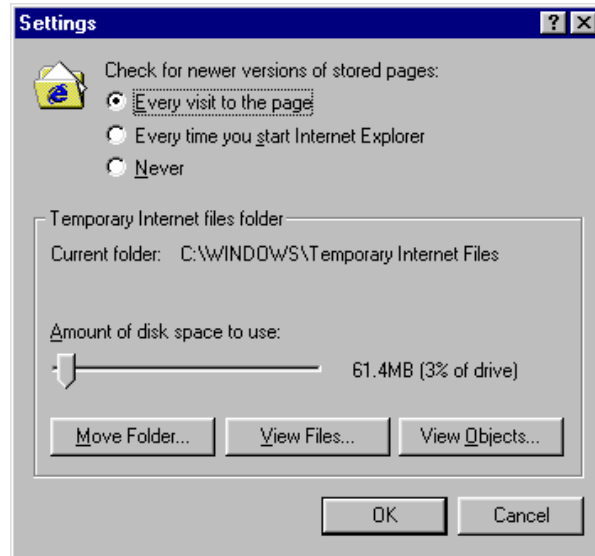
- Click **Tools**→**Internet Options**



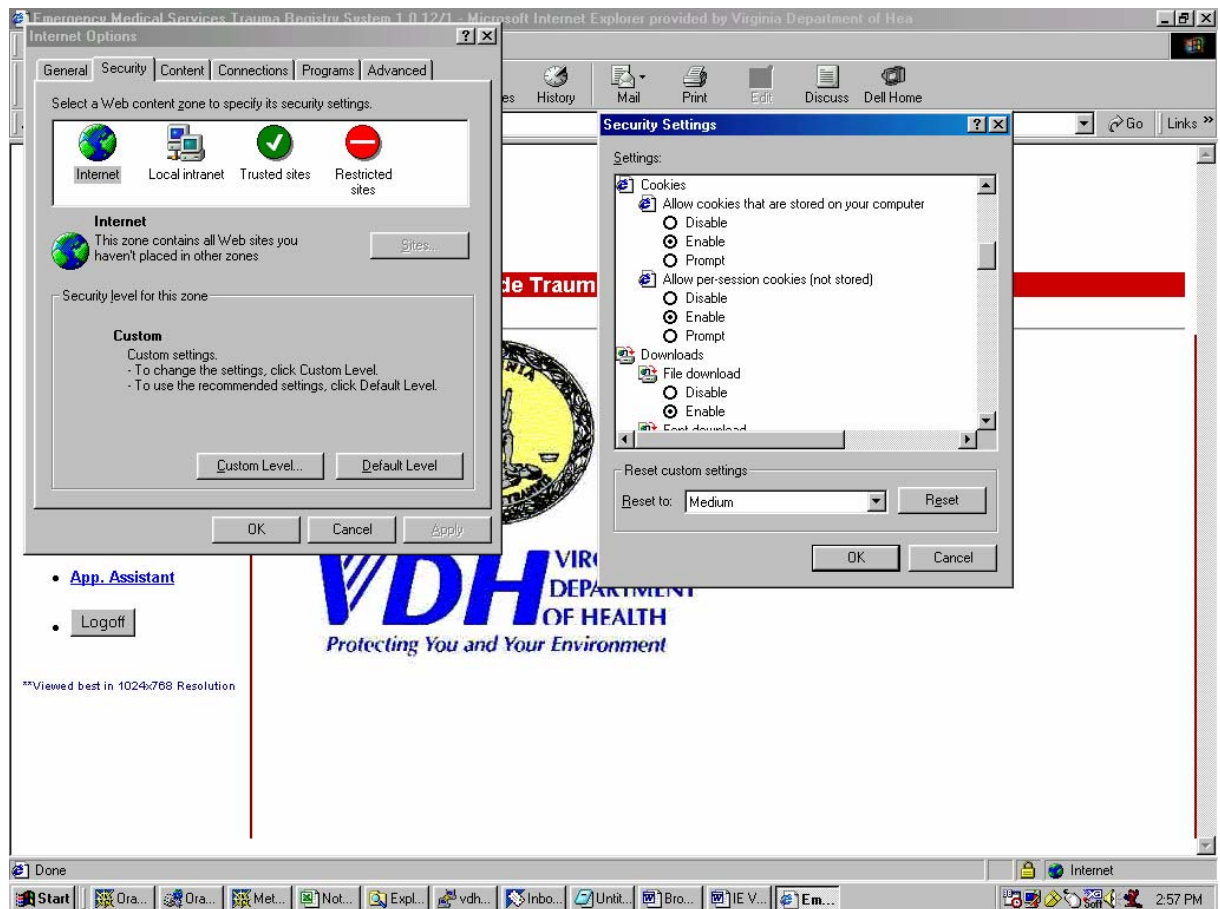
to display the following window (your address under Home Page may be different):



- Click the **Settings** button under Temporary Internet files section to display the following window:



- Under the **Check for newer versions of stored pages:** section, make sure that every visit to the page is marked and click **OK**.
- Now click on the **Security** tab from the Internet Options window.
- Click on **Internet** then **Custom Level**.
- In the **Cookies** section, click the **Enable** radio button under **Allow cookies that are stored on your computer**. Then click the **Enable** radio button under **Allow per-session cookies**. The next screen shot shows the correct settings:



- Click **OK** to close the **Security Settings** window and then, click **OK** to close the **Internet Options** window.

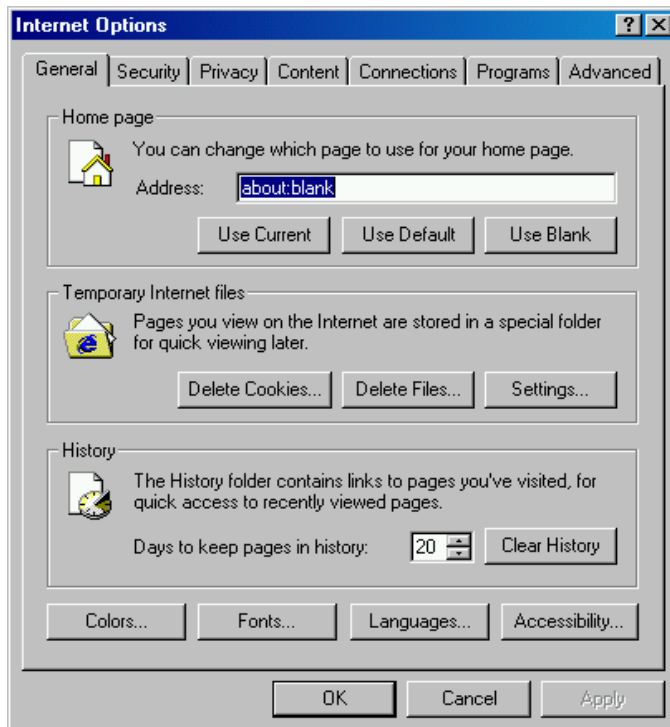
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## 2. SETTINGS FOR IE 6.0

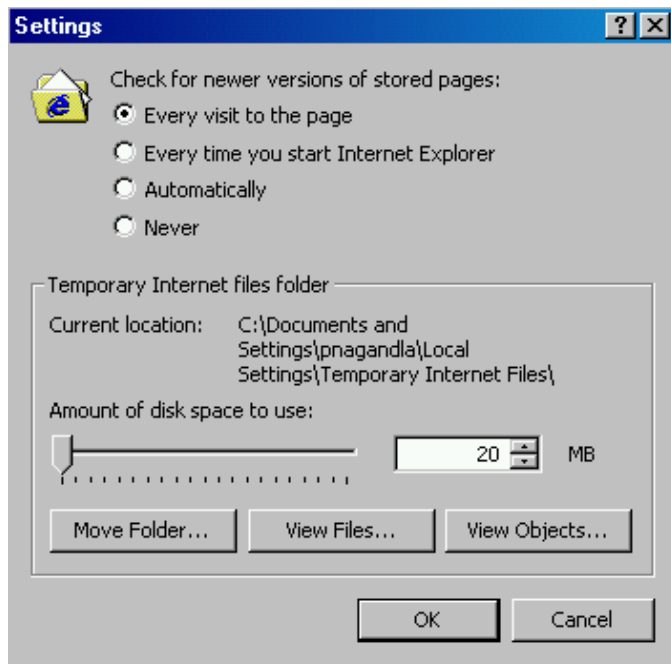
- Click **Tools**→**Internet Options**



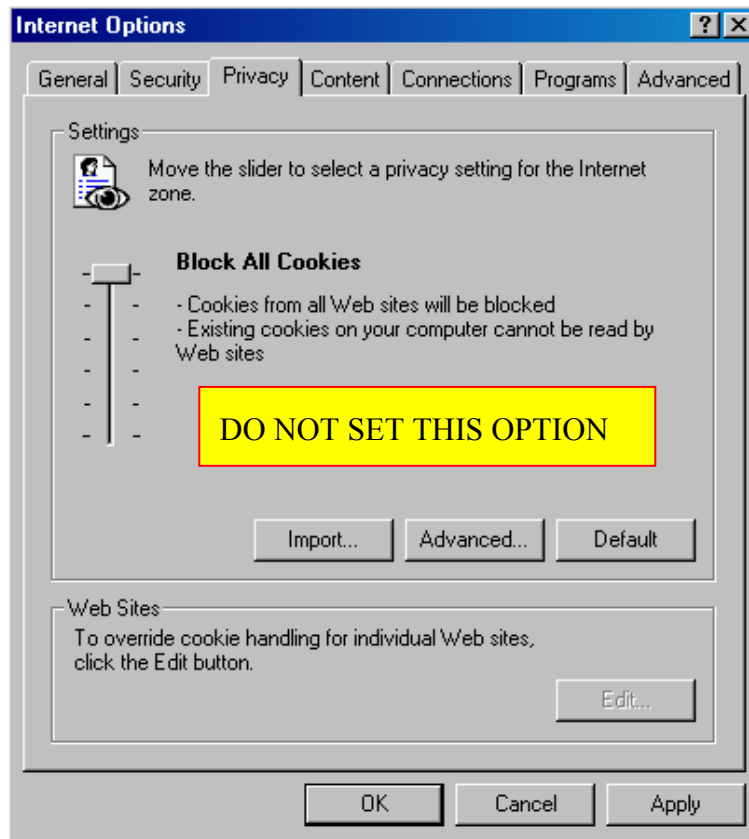
to display the following window (your address under Home Page may be different):



- Click the **Settings** button under Temporary Internet files section to display the following pop up window. Under the **Check for newer versions of stored pages:** section, make sure that every visit to the page is marked and click OK.



- Now click on the **Privacy** tab from the Internet Options window. Move the slider up or down depending on level of privacy required. **Do not slide to the highest level which is Block All Cookies.** The application will not work properly if cookies are blocked completely.



- Click on the **Advanced** button to get the following pop up window. Make sure you have **not checked** the 'Override automatic cookie handling' check box.





- Click **OK** to close the Advanced Privacy Settings window and then, click **OK** to close the Internet Options window.

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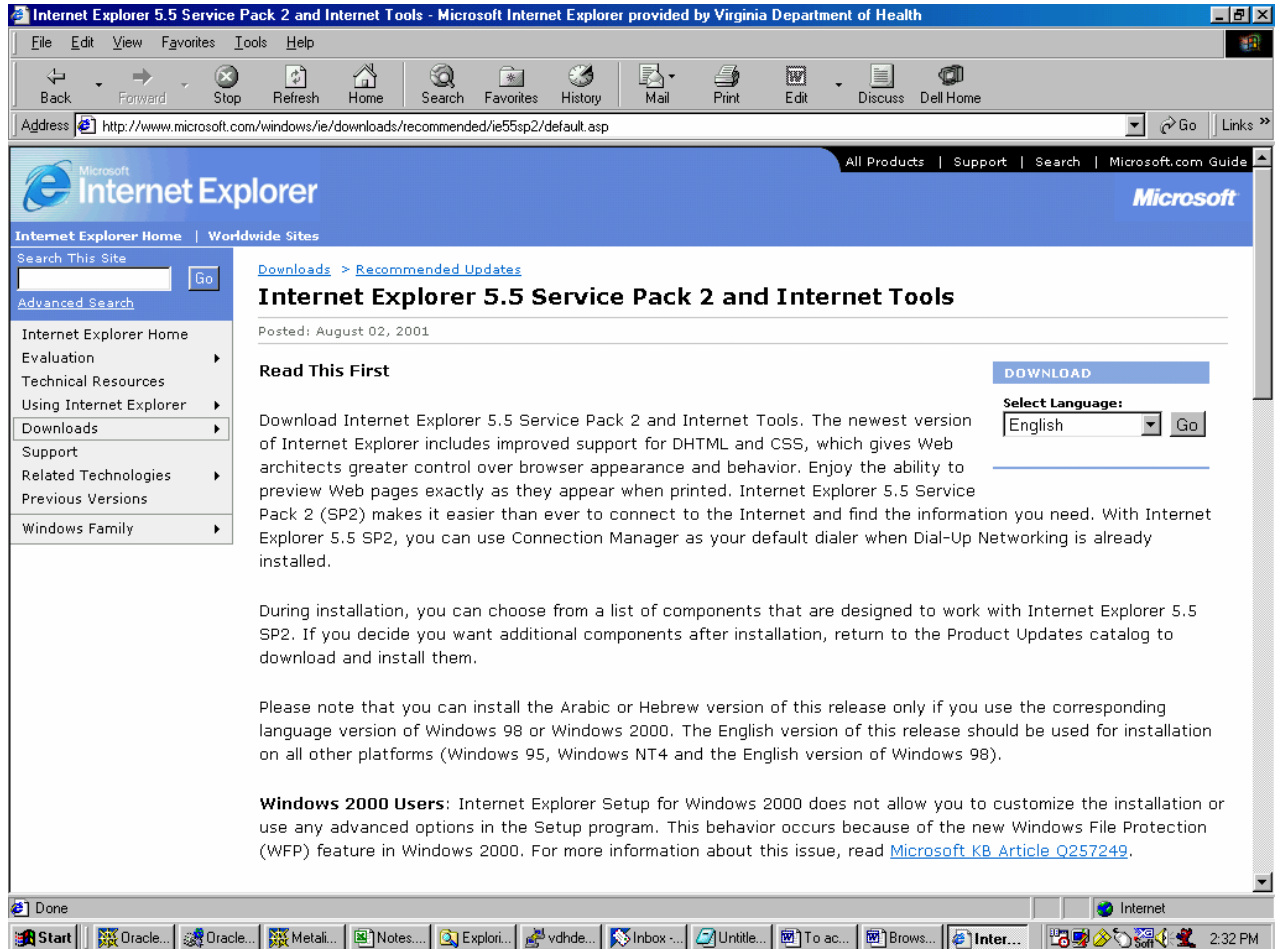
## **IE Version and Security Patch Check/Install**

### **1. IE version is not 5.5 or above**

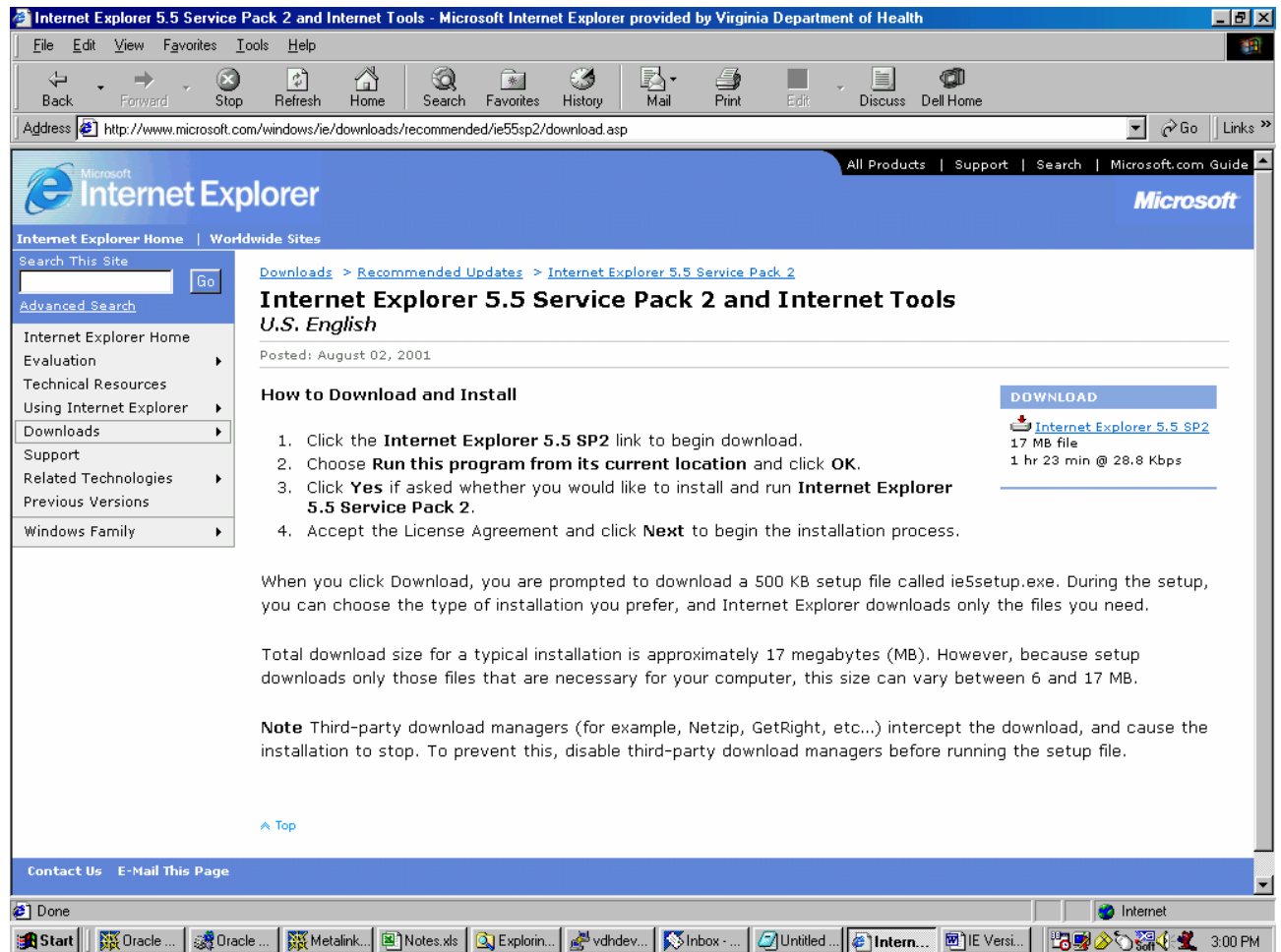
- If your version of Internet Explorer is not 5.5 or above, you will get the following error message when you try to access the application:



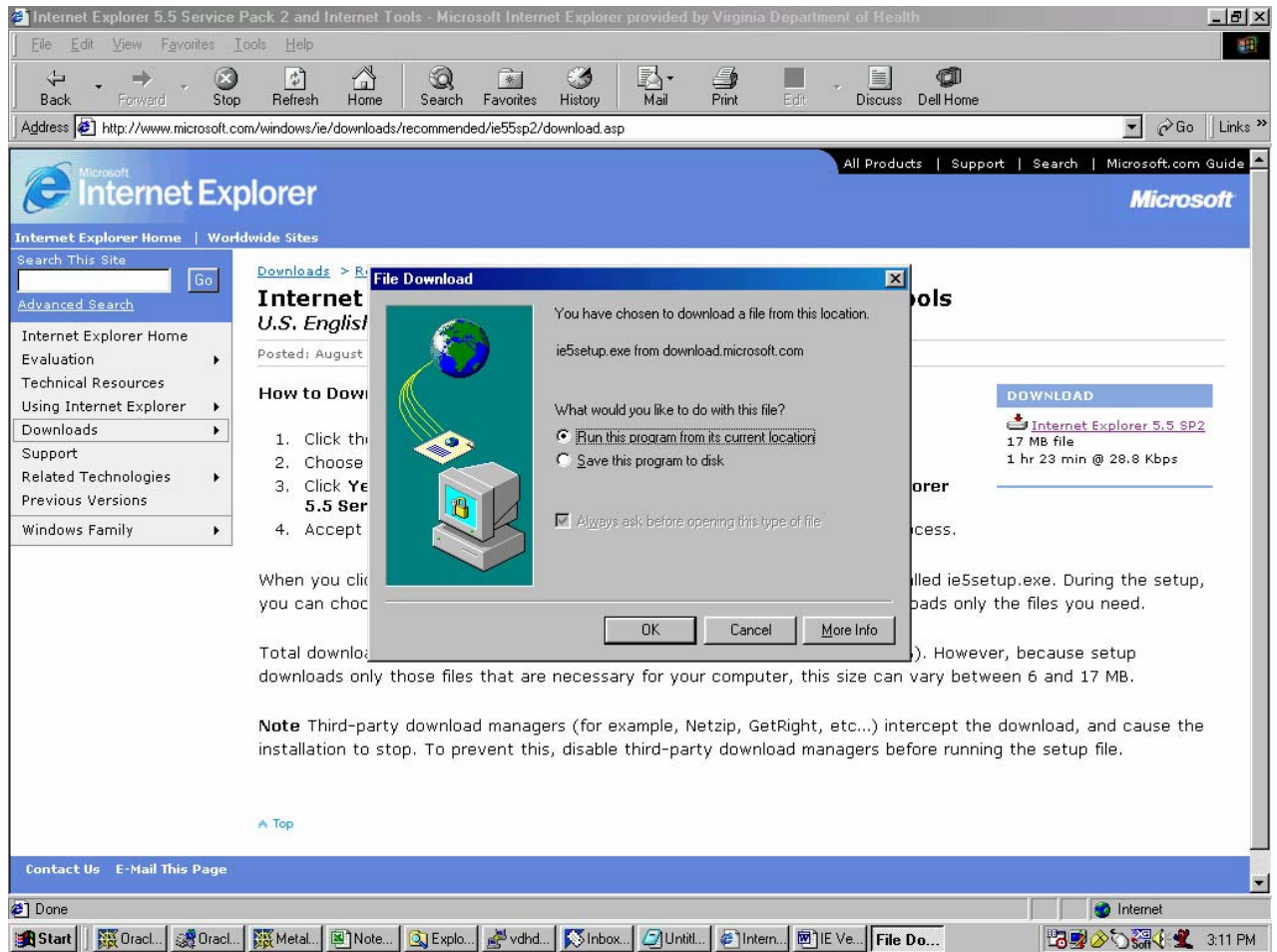
- Click the **OK** button and the following page will be displayed. Select **“English”** as the language and press the **GO** button.



- Click on the Internet Explorer 5.5 SP2 link to begin the download.



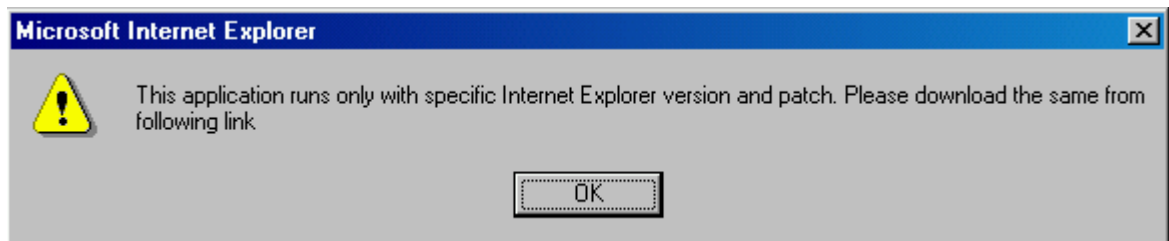
- Select the Radio button (Run the program from its current location.) as shown in the page below. Follow the on-screen instructions. You will probably need to restart your machine once the upgrade is complete.



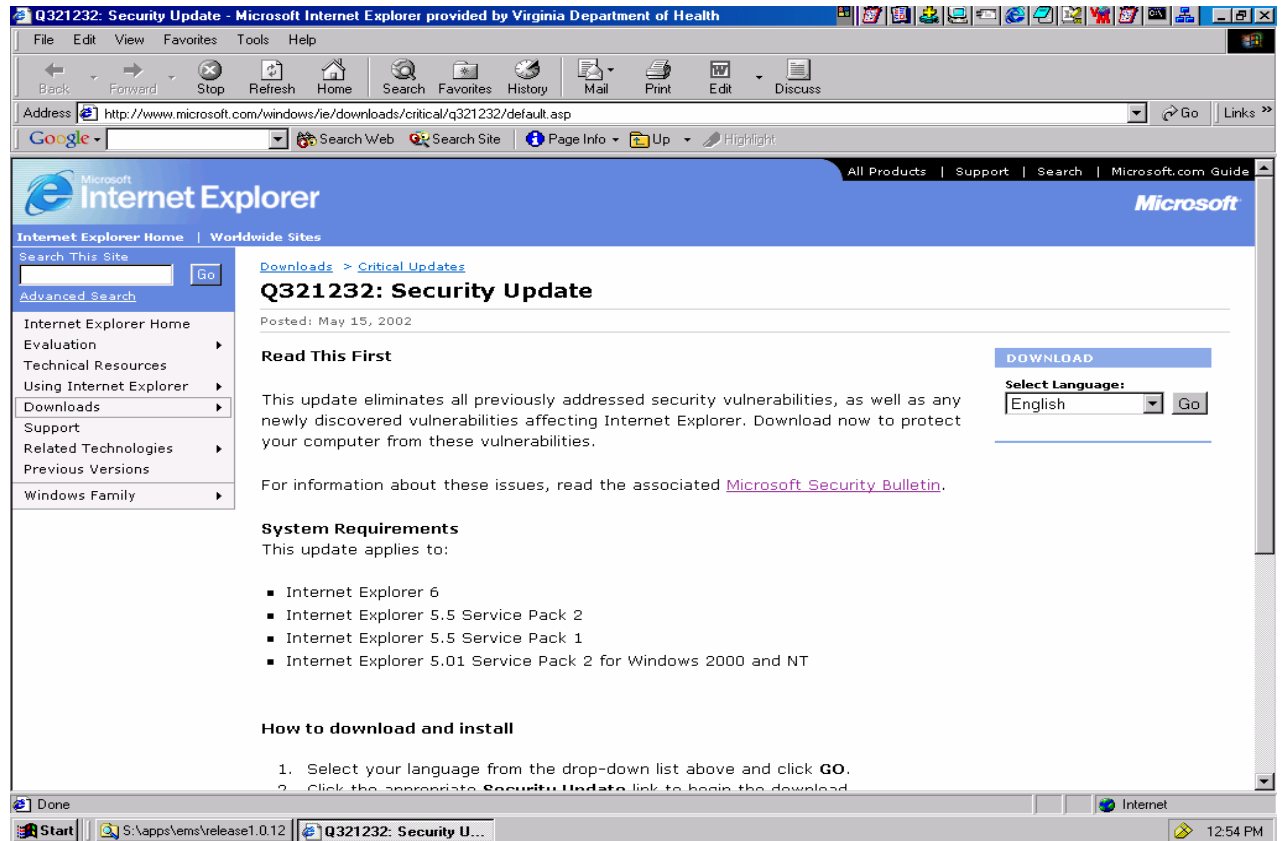
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## **2. IE Version is 5.5 without security patch**

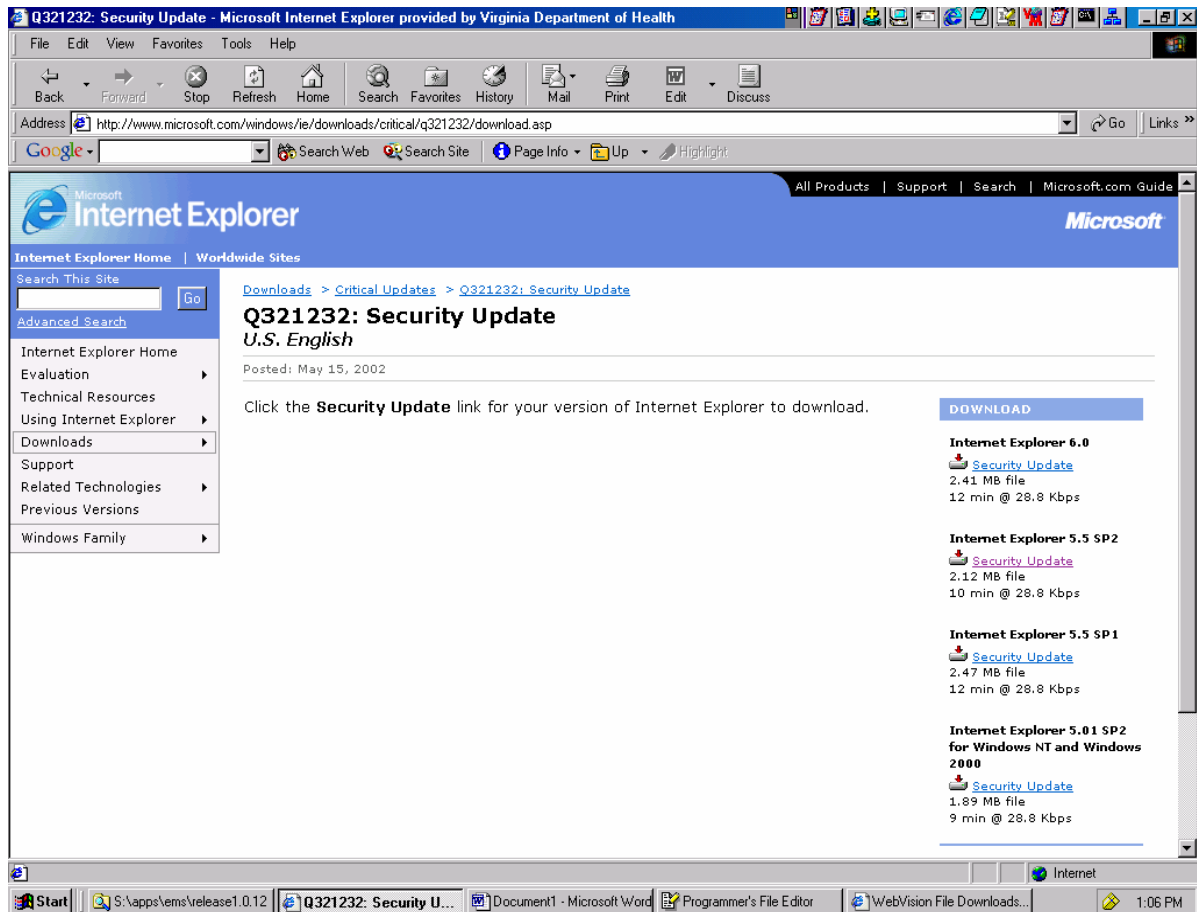
- If the IE version is 5.5 and the Q321232 security patch is not applied, you will get the following message



- Click the **OK** button and the following page will be displayed.  
Select **“English”** as the language and press the **GO** button.

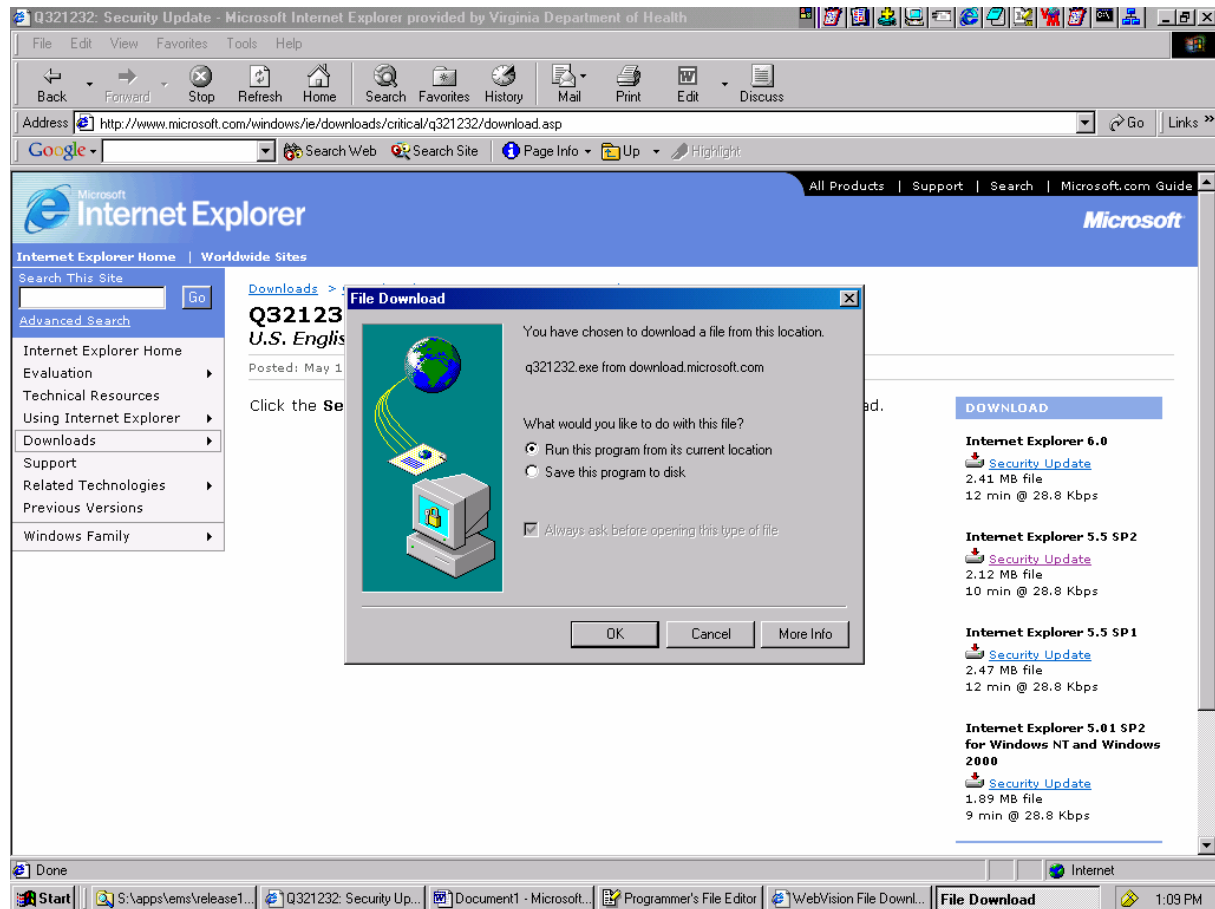


- Check on Security Update under **Internet Explorer 5.5 SP2** to download and install the Q321232 patch.





- Select the Radio button (Run the program from its current location.) as shown in the page below. Install the patch. You will probably need to restart your machine after the patch has been installed.



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### **EMS Application Access Privilege:**

If the user logged in does not have sufficient privileges to access the application, an informational message will appear at the top of the web page indicating those insufficient privileges.

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### **Symbols and Buttons:**

This application uses many of the same symbols and buttons. A brief description of them follows:

\* **(a single asterisk)** indicates that the field is conditionally required (i.e. RESIDENCE FIPS is only required when the patient is a resident of Virginia. Whereas, RESIDENCE FIPS is not required for non-residents.)

\*\* **(double asterisks)** indicate that the field is required.

“**COUNT**” button, when clicked, will give the total number of records in the database for the specific client, etc.

“**DELETE**” button, when clicked, will delete a record from the database.

"Delete?" **(check box)**, appears on only a few of the web pages. Clicking in this box indicates that the *individual record* marked with a **check mark (✓)** will be deleted when the **UPDATE button** is clicked.

**“FIRST”** button is a navigational button allowing the user to access the first page of a retrieved list.

**“INSERT”** button is used to save the information into the database.

**"Insert?/UNDO button" combination**, only appears on a few of the INSERT web pages. On these web pages, when a new record is started, a **check mark (√)** will appear next to an **UNDO button** indicating that the adjacent record will be entered into the database when the **UPDATE button** is clicked. To remove the record before saving it, click on the **UNDO button** to delete it.

**“LAST”** button is a navigational button allowing the user to access the last page of a retrieved list.

**“NEW”** button should be clicked to enter a new record into the database

**“NEXT”** button is a navigational button allowing the user to access the next page of a retrieved list.

**“PREVIOUS”** button is a navigational button allowing the user to access the previous page of a retrieved list.

**“QUERY”** button is used to perform a search and retrieve existing records in the database.

**“REQUERY”** button will refresh the record in the event any updates or deletions have been made in the database.

“**UNDO**” button is used to clear the record before it is saved into the database, for instance, to correct errors or amend information. (Note: The “**Esc**” (**escape**) key on the keyboard acts as an **UNDO button** on any pages where an **UNDO button** exists. HOWEVER, it will NOT work on any field having a drop-down arrow; only the **UNDO button** will clear these fields. Be aware, however, that any “defaulted” values will also revert to these original defaults when “undo” is executed.)

“**UPDATE**” button is used to save amended information into the database.

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### **Module Categorization:**

Each of the modules in the application is categorized into 4 different pages: **QUERY**, **UPDATE**, **INSERT** and **LIST**. Many of these modules/web pages have **LINKS** allowing the user to quickly access other web pages and modules in the EMS application. Additionally, **BUTTONS** located at the bottom of each web page have been provided to further ease navigation throughout the application.

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### **QUERY:**

- Query web pages are used to allow the user to search the database to locate existing records. The application retrieves records from the database based on the input criteria given in these **QUERY** web pages.

- This page has the following buttons:
  - ✓ “**QUERY**” button should be clicked to retrieve records from the database. If the user inputs data, “**QUERY**” will use this data as the search criteria before retrieval.
  - ✓ “**UNDO**” button is used to clear the record before it is saved into the database, for instance, to correct errors or amend information. This button is also found on **INSERT** and **UPDATE** web pages.
  - ✓ “**NEW**” button should be clicked to enter a new record into the database.

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### **UPDATE:**

- **UPDATE** web page is used to update an existing record. Clicking on the **UPDATE button** will enter the amended information into the database.
- This page has the following buttons:
  - ✓ “**DELETE**” button is used to remove a record’s information from the database.
  - ✓ “**UPDATE**” button is used to save the information into the database.
  - ✓ “**UNDO**” button is used to clear the record before it is saved into the database, for instance, to correct errors or amend information.

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## **INSERT:**

- INSERT web page appears as soon as the **NEW button** is clicked from any of the UPDATE or QUERY web pages. It is used to enter a new record into the database. Clicking on the **INSERT button** will enter this new record into the database.
- This page is used to enter a new record into the database. This page has the following buttons:
  - ✓ “**INSERT**” button is used to save the information into the database.
  - ✓ “**UNDO**” button is used to clear the record before it is saved into the database, for instance, to correct errors or amend information.

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## **LIST:**

- LIST web page provides the consolidated view of all the records existing in the database or of records retrieved based on the search criteria in the QUERY web page. This page displays only the context-opted fields and is **activated** after clicking on the **FIND button** on the QUERY web page.
- This page has the following buttons:
  - ✓ “**NEW**” button should be clicked to enter a new record into the database.
  - ✓ “**QUERY**” button is used to perform a search of the database.
  - ✓ “**REQUERY**” button will refresh the record in the event any updates or deletions have been made in the database.

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### **Tips and Suggestions:**

- **Monitor Screen Setting:** *The EMS application is viewed best when set to 1024 x 768 pixel resolution.* To check and/or adjust the monitor's screen settings to assure that they conform to this recommended setting, the user should follow these steps:
  - a) Click on **START→SETTINGS→CONTROL PANEL→DISPLAY**
  - b) Clicking on the **Display icon** will reveal the **Display Properties pop-up box**.
  - c) Click on the **SETTINGS tab** to view the current pixel settings in the **“Desktop Area” section**.
  - d) Slide the arrow to **1024 x 768 pixels** (ONLY, if the setting differs, of course)
  - e) Finally, click the **APPLY button** and then the **OK button**. (Note: Windows may instruct the user to restart the computer before the new settings can be applied. Follow the on-screen instructions if this occurs.)
  
- **Need Help?** Use the **HELP link** located in the top-right corner of each web page to generate an on-screen **HELP pop-up box** created to guide the user in data entry.

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- **How to Search for a Specific Field in the On-Screen Help Text:**

A quick scan of the on-screen HELP pop-up boxes, will show that these boxes will often contain field definitions for fields which do NOT appear on the web page currently being viewed.

This occurs because the help text has been created to serve all of the web pages within the same module. (For example, the ADMISSIONS DETAILS web pages HELP pop-up box will contain approximately 20 definitions despite the fact that some ADMISSIONS DETAILS web pages only show five fields.)

Therefore, each HELP pop-up box has *search capability* to enable users to find what they need as easily as possible.

To quickly access a specific field's information, enter the "field's label name" exactly as it appears on the monitor's screen into the blank field at the top of the pop-up box. Then, click on the "FIND" button to reveal the requested information.

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- **Application Assistant—How to "Find" Text:** To find a word (or words) quickly in the **Application Assistant** - either in the Table of Contents or within the document itself -- will depend on whether the user is in **PDF** or **HTML** format.

The following section will explain in detail how to find text in either format:

#### **A. PDF Format:**

- a) Go the **Adobe Acrobat Menu Bar** at the top of the monitor screen and either click on the **BINOCULARS** located on the left side of the bar -- or -- hold down the **CTRL +F** keys to reveal the **Adobe Find pop-up box**. This pop-up box allows the user to search for a word or words in the Application Assistant by:

- ✓ Matching Whole Words Only
- ✓ Matching Case
- ✓ Finding Backwards



✓ Ignoring Asian Character Width

- b) Enter the appropriate information and click on the **FIND button** to perform the search.

### **B. HTML Format:**

- a) Go to the MENU BAR at the top of the monitor's screen and click on "**EDIT.**" This will reveal a drop-down menu showing: "**FIND (on This Page)**" – clicking on this link will generate a **FIND pop-up box** where the user may enter the word(s) they are trying to locate anywhere within the document.

This pop-up box allows the user to search for a word or words in the Application Assistant by:

- ✓ Matching Whole Word Only
  - ✓ Match Case
  - ✓ Directionally within the document, either UP or DOWN
- b) Enter the appropriate information and click on the **FIND NEXT button** to perform the search.

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- **Web Pages—How to do LOV Searches:**

A. About QUERY web pages: On QUERY web pages only, when certain LOV searches are performed, the value UNKNOWN may appear. This UNKNOWN value indicates that this field is NULL and, therefore, may be left BLANK.

**B. To perform a “WILDCARD” search:** The user should type the characters of the value they are seeking and place a percent sign (%) either before, after, or at both ends of the value:

- A percent sign placed BEFORE a value (%OLO) will retrieve a value ending in those characters, i.e. BAROLO.
- A percent sign placed AFTER a value (BAR%) will retrieve a value beginning with those characters, i.e. BAROLO.
- A percent sign placed AT BOTH ENDS of a value (%RO%) will retrieve a value containing those characters, i.e. DROP, BAROLO, ROBINSON.

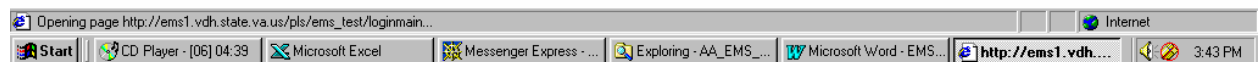
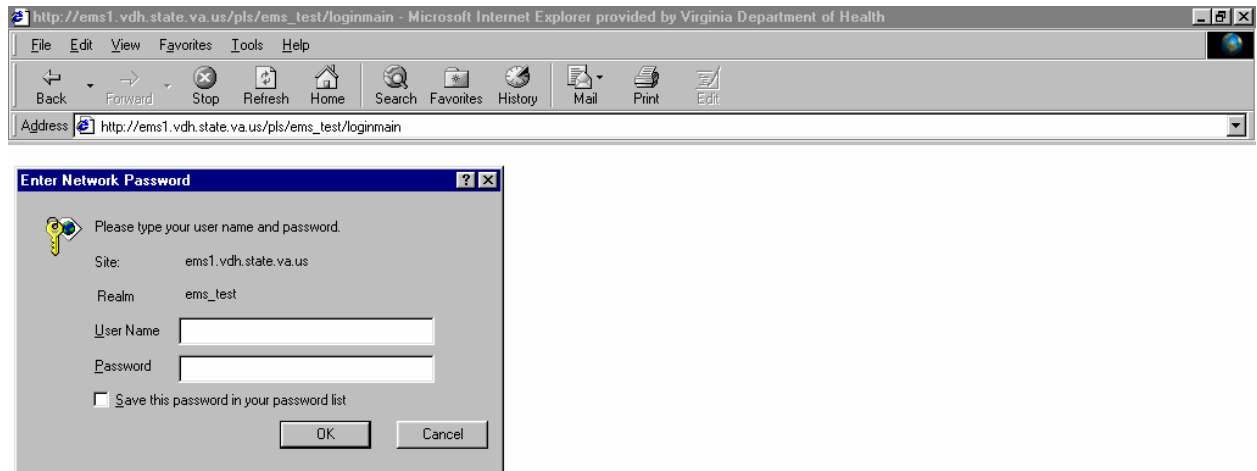
**C. Voluminous “pop-up box” directive:** Occasionally, when an LOV search is attempted, a pop-up box message will be generated, informing the user that there is a voluminous, or very extensive, list of values available for selection. Furthermore, in order to perform an effective search, it is recommended that the user enter at least one but, preferably, several alpha or numeric characters into the adjacent field to narrow the resultant listing.

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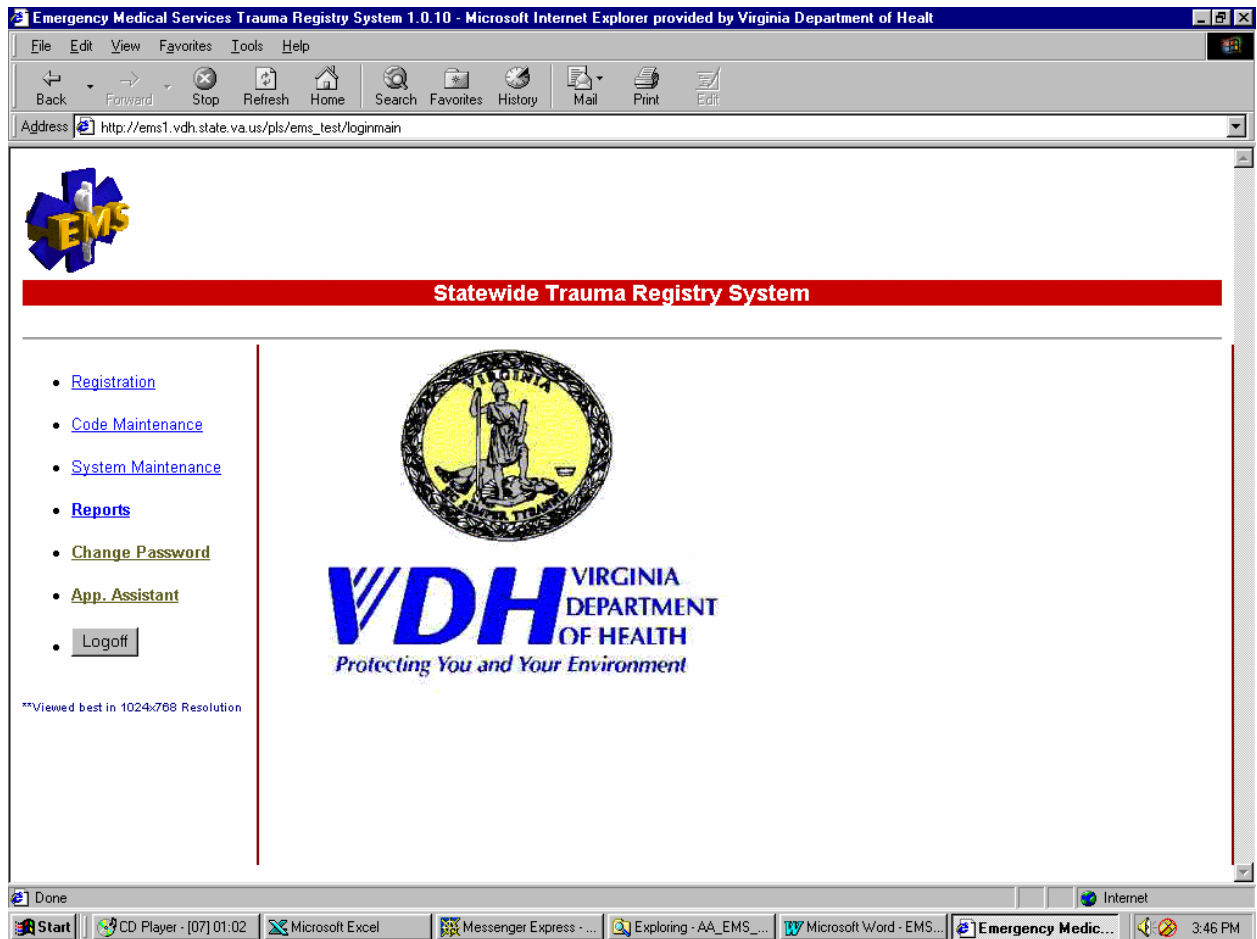
- On **Multi-Record Web Pages**, the **NEXT** and **PREVIOUS** buttons will only appear when there is a total of 6 or more records. Web pages are created with six lines. When a page is full, pressing the **NEXT button** will reveal a page with six new lines.
- **Exiting Web Pages and/or Pop-Up Boxes:** Be sure to exit out of any web pages or pop-up boxes when you are finished working in them. Otherwise, when you attempt to use that web page or pop-up (the same applies to LOVs and down arrows), it will NOT work and may also give an error message.

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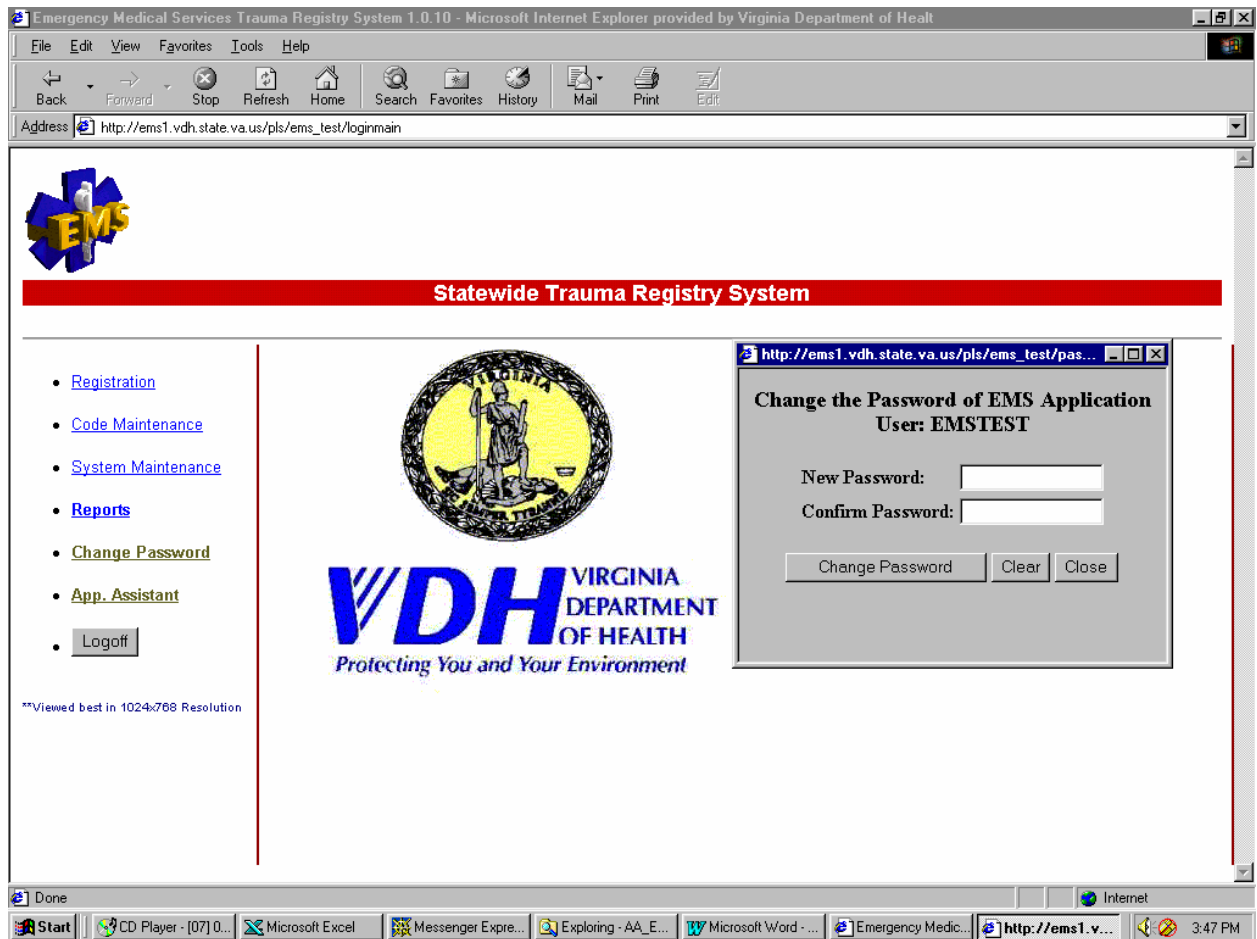
- **How to Log-On/Change Password:** When the user first logs onto their computer and enters the correct URL (Universal Resource Locator), the first thing they will encounter will be an **"Enter Network Password" pop-up box** similar to the one seen in the next view:



After entering their **"User Name"** and **"Password"** into the respective fields shown above, the *EMS Statewide Trauma Registry System's Main Menu* web page will be generated upon clicking the **OK button**:



The **CHANGE PASSWORD** link should then be clicked if the user needs to change their existing password. This action will reveal the following **CHANGE PASSWORD pop-up box**:

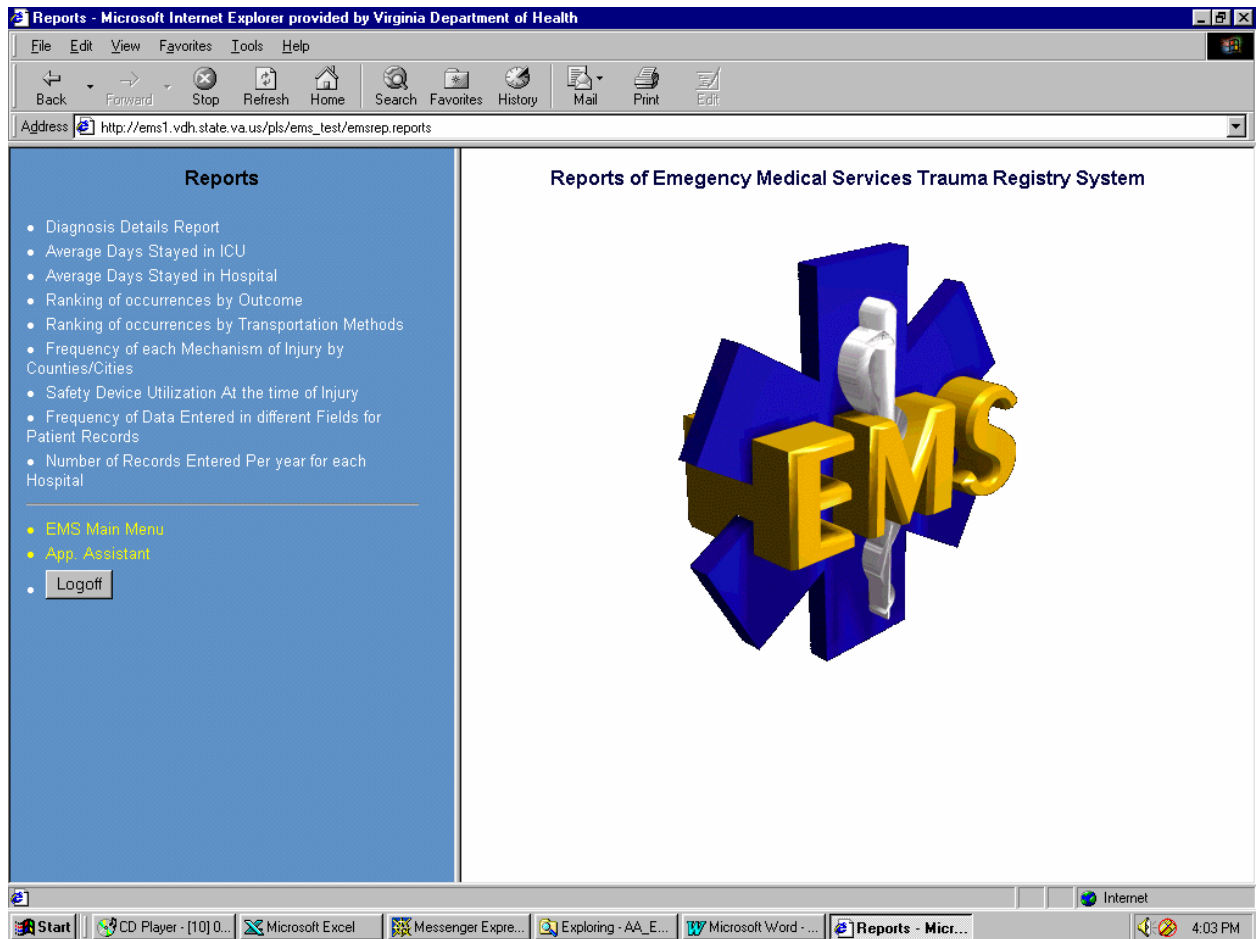


After inserting information in the **"New Password"** and **"Confirm Password"** fields, the user should then click on the **CHANGE PASSWORD** button to effect the change.

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- **About Reports:** The EMS Statewide Trauma Registry System has a long series of reports which may be generated.

These reports may be accessed by clicking on the **REPORTS** link found on the **Main Menu** web page. The following view shows a listing of the reports which may be generated:



To access a specific report, click on its respective link in the blue sidebar.

In most cases, users will be able to generate the report in *two formats*: (1) straight report and/or (2) chart form by clicking on either the **RUN REPORT** or **CHART button** found on each report's input page.

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- **Logging Off**: It is important that the user either click on the **LOGOFF button** or click on the **browser's "X" button in the top right corner of the monitor screen** when they are through working

in the application so as to be completely removed from or "de-authenticated" from the EMS system.



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